

# INVITATION TO BID



SOLICITATION NO: 40023-LAC-R0002488

ISSUE DATE: 1/21/2022

VENDOR NAME AND ADDRESS:

BID CLOSING DATE AND TIME:  
February 14, 2022 @ 11:00 AM

## RETURN BID VIA POST OR EMAIL:

NORTHSHORE TECHNICAL  
COMMUNITY COLLEGE  
LACOMBE – STEM CAMPUS  
65556 CENTERPOINT BLVD  
TAMMANEND BUSINESS SUBDIVISION  
LACOMBE, LA 70445

Purchasing Manager: SHARON JONES  
EMAIL: SharonJones@NorthshoreCollege.edu  
PHONE: 985-545-1225  
FAX: 985-545-1281  
FISCAL YEAR: 22  
Education Stabilization

**\* FILL IN VENDOR NAME AND  
ADDRESS ABOVE BEFORE SUBMITTING**

302019 – Prefabricated Medical Structure

302316 – Portable Prefabricated Commercial & Industrial Structure

## INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. FILL IN ALL BLANK SPACES
3. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTION, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALIZED BY THE BIDDER.
4. BIDS CONTAINING "PAYMENT IN ADVANCE" C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. SPECIFY YOUR PAYMENT TERMS: \_\_\_\_\_. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS.

### THE BIDDER CERTIFIES:

- COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS, AND SPECIFICATIONS.
- THIS BID IS MADE WITHOUT COLLUSION OR FRAUD.
- THAT IF MY BID IS ACCEPTED WITHIN \_\_\_\_\_ DAYS FROM BID CLOSING TIME, MY FIRM WILL FURNISH ANY OR ALL OF THE ITEMS (OR SECTIONS) AT THE PRICE OPPOSITE EACH ITEM (OR SECTION)
- DELIVERY WILL BE MADE WITHIN \_\_\_\_\_ DAYS AFTER RECEIPT OF ORDER.
- BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
- IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR. ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.

VENDOR TELEPHONE NUMBER: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

1 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.

2 BID FORMS: ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED BIDS.

3 BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. BID OPENING: BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING.

4 AWARDS: NTCC RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES. NTCC RESERVES THE RIGHT TO REMOVE LINE ITEMS FROM THE AWARD WITH 30 DAY NOTICE WHEN IT IS DEEMED TO BE TO THE BEST INTEREST OF THE STATE.

5 PRICES: UNLESS OTHERWISE SPECIFIED BY NTCC IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC) AS SPECIFIED IN THE BID.

6 DESCRIPTIVE INFORMATION: BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, AND TECHNICAL DATA) SUFFICIENT FOR NTCC TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED.

7 CONTRACT RENEWALS: UPON AGREEMENT OF NTCC AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.

8 NTCC RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH A THIRTY (30) DAY WRITTEN NOTICE.

Preferences: IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

DO YOU CLAIM THIS PREFERENCE? YES \_\_\_\_\_ NO \_\_\_\_\_

SPECIFY THE LINE NUMBERS: \_\_\_\_\_

SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED:

\_\_\_\_\_

DO YOU HAVE A LOUISIANA BUSINESS WORKFORCE? YES: \_\_\_\_\_ NO \_\_\_\_\_

IF SO, DO YOU CERTIFY THAT AT LEAST 50% OF YOUR LOUISIANA WORKFORCE IS

COMPRISED OF RESIDENTS OF LOUISIANA? YES: \_\_\_\_\_ NO: \_\_\_\_\_

FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES BIDDERS REPRESENTATION.

IN MAKING YOUR BID, EACH BIDDER REPRESENTS THAT: YOU HAVE READ AND UNDERSTOOD THE BID DOUCTIONS AND YOU BID HAS BEEN MADE IN ACCORDANCE HEREWITH: YOU HAVE VISITED THE SITE, IF REQUIRED, AND HAVE FAMILIARIZED YOURSELF WITH THE LOCAL CONDITIONS UNDER WHICH THE WORK IS TO BE PERFORMED.

BY SIGNING AND SUBMITTING ANY BID FOR \$25,000 OR MORE, THE BIDDER CERTIFIES THAT THEIR COMPANY, ANY SUBCONTRACTORS, OR PRINCIPALS ARE NOT SUSPENDED OR DEBARRED BY THE GENERAL SERVICES ADMINISTRATION (GSA) IN ACCORDANCE WITH THE REQUIREMENTS IN "AUDIT REQUIREMENTS IN SUBPART F OF THE OFFICE OF MANAGEMENT AND BUDGET'S UNIFORM ADMIINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS" (FORMERLY OMB CIRCULAR A-133). A LIST OF PARTIES WHO HAVE BEEN SUSPENDED OR DEBARRED CAN BE VIEWED AT [WWW.SAM.GOV](http://WWW.SAM.GOV).

ANY ORDERS RESULTING FROM THIS SOLICITATION WILL BE PAID WITH FY 22 FUNDS, IF APPROPRIATED BY THE LEGISLATURE. DELIVERY CANNOT BE MADE PRIOR TO JULY 1, 2021 AND YOUR BID PRICES MUST BE FIRM FOR ACCEPTANCE AT DELIVERY ACCORDINGLY.

THE QUANTITIES ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT A GREATER OF LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY THE STATE OF LOUISIANA TO INCREASE OR DECREASE THE AMOUNT, AT THE UNIT PRICE STATED IN THE BID.

IN AN EFFORT TO INCREASE EFFICIENCIES AND EFFECTIVENESS, AS WELL AS BE STRATEGIC IN UTILIZING TECHNOLOGY AND RESOURCES FOR THE STATE AND VENDORS, THE STATE INTENDS TO MAKE ALL PAYMENTS TO VENDORS ELECTRONICALLY. VENDORS WILL HAVE A CHOICE OF RECEIVING ELECTRONIC PAYMENT FOR ALL OTHER PAYMENTS BY SELECTING ELECTRONIC FUNDS TRANSFER (EFT), LaCARTE Card or CHECK. IF YOU RECEIVE AN AWARD AND DO NOT CURRENTLY ACCEPT THE LaCARTE CARD OR HAVE NOT ALREADY ENROLLED IN EFT, YOU WILL BE ASKED TO COMPLY WITH THIS REQUEST BY CHOOSING ONE OF THE FOLLOWING THREE OPTIONS. YOU MAY INDICATE YOUR ACCEPTANCE BELOW.

THE LaCARTE PROCUREMENT CARD USES A VISA CARD PLATFORM. VENDORS RECEIVE PAYMENT FROM STATE AGENCIES USING THE CARD IN THE SAME MANNER AS OTHER VISA CARD PURCHASES. VENDORS CANNOT PROCESS PAYMENT TRANSACTIONS THROUGH THE CREDIT CARD CLEARINGHOUSE UNTIL THE PURCHASED PRODUCTS HAVE BEEN SHIPPED AND RECEIVED, OR THE SERVICES PERFORMED.

**EFT** PAYMENTS ARE SENT FROM THE STATE'S BANK DIRECTLY TO THE PAYEE'S BANK EACH WEEKDAY. THE ONLY REQUIREMENT IS THAT YOU HAVE AN ACTIVE CHECKING OR SAVINGS ACCOUNT AT A FINANCIAL INSTITUTION THAT CAN ACCEPT AUTOMATED CLEARING HOUSE (ACH) CREDIT FILES AND REMITTANCE INFORMATION ELECTRONICALLY. ADDITIONAL INFORMATION IS AVAILABLE AT:

IF AN AWARD IS MADE TO YOUR COMPANY, PLEASE CHECK WHICH OPTION YOU WILL ACCEPT OR INDICATE IF YOU ARE ALREADY ENROLLED

<u>Payment Type</u>	<u>Will Accept</u>	<u>Already Enrolled</u>
LaCarte	_____	_____
EFT/ACH	_____	_____
ACH	_____	_____
CHECK	_____	_____

\_\_\_\_\_  
Printed Name of Individual Authorized

\_\_\_\_\_  
Authorized Signature for payment type chosen

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email address and phone number of authorized individual

**PRICE SHEET:****INVITATION TO BID # 40023-LAC-R0002488**

<b>COMMODITY DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
1. Lactation Pod  Brand Bid: _____  Model Bid: _____	5	EA	_____	_____
2. Assembly/Installation: 1 Pod at each of 5 locations	5	EA	_____	_____
3. Shipping to:	5	EA	_____	_____
Total:			_____	_____

**SPECIFICATIONS**

- \*All-In-One, turn-key, Plug-and-Play module
- \*Oval style profile
- \*Dimensions approximately 7'3" high x 9'5" long x 5'4" wide
- \*Ceiling vent & exhaust fan
- \*Occupancy activated interior lighting
- \*Coat hook
- \*Backpack & Briefcase area
- \*Custom graphics wrap for exterior and interior – will be collaborated with awarded vendor
- \*Exterior construction aluminum composite
- \*Single occupancy
- \*ADA compliant – 60" turnaround and grab bars
- \*Comfortable vinyl seating. Pull out foot rest or reclining seat if possible. (No Cloth Surfaces)
- \*Hard surface flooring (No Carpet)
- \*Sanitary Food Grade Countertop
- \*Paper towel dispenser/Sanitizer dispenser/Trash Receptacle
- \*Retractable casters for relocation purposes
- \*Interior Dual Hospital Grade Outlets and USB port. 20-amp circuit
- \*Digital locking mechanism – reprogrammable PIN entry & scheduling application
- \*Occupied/Not Occupied indicator
- \*Noise Cancelling/Masking System for privacy
- \*Assembly on-site
- \*No Plumbing, Hardwiring or Refrigerator
- \*Quick and easy to sanitize after use

**REQUIREMENTS**

- \*Pods must be installed by 5/1/2022
- \*Insurance Certificate must be submitted by awarded vendor with sufficient coverages prior to Purchase Order being issued. Award will be cancelled if this cannot be provided.
- \*Submit diagram/schematics with bid

**SITE LOCATIONS:**

\*1710 Sullivan Dr.  
Bogalusa, LA 70427

\*7067 Hwy 10  
Greensburg, LA 70441

\*111 Pride Dr.  
Hammond, LA 70401

\*65556 Centerpoint Blvd.  
Lacombe, LA 70445

\*11640 Burgess Ave.  
Walker, LA 70785

